

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 13, 1987

ALL-COUNTY LETTER NO. 87-08

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITORS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE  
CLAIM

This is to provide time study instructions for the January - March 1987 quarter. Included in this letter is information on the Hardship Supplemental Payment Program mandated by Chapter 1075, Statutes of 1986 and the Employment Search activities associated with the WIN-Demonstration (WIN DEMO) Program.

Eligibility and Nonservice Time Study (DFA 43)

Hardship Supplemental Payment in the AFDC and Refugee Demonstration Programs

Chapter 1075, Statutes of 1986, provides for a supplemental payment for family assistance units which experience an unexpected decrease in income. Counties were notified in ACL 86-110 of the requirements for providing this payment.

Accordingly, the Eligibility and Nonservices Time Study (DFA 43) has been revised to include the Hardship Supplemental Payment Program on Line Q. Eligibility workers will charge time spent performing the following activities to the program:

1. Informing applicants and recipients of the availability of supplemental payments at initial application, annual redetermination, or at the request of the recipient;
2. Sending forms monthly to affected recipients;
3. Processing the application, including obtaining verification of any information not submitted on the CA 40;
4. Approving the application, budget computation, authorizing payment;
5. Denying the application; sending a notice of action.

Time spent recomputing the Food Stamp coupon issuance amount is to be charged to the Nonassistance Food Stamps Continuing line (B2) for Hardship Supplemental Payment cases.

Employment Services Time Study (DFA 52)

WIN Demonstration Program

Effective with the January - March 1987 quarter, Employment Search activities performed by CWD staff in non-GAIN counties which are part of the WIN-DEMO Program will be identified separately on a blank line labeled "Employment Search/Non-GAIN." Time is to be charged to Employment Search by services workers performing the following activities:

1. Assessment of AFDC applicants/recipients to determine if the person should be deferred or referred to job search activities;
2. Arranging for or providing supportive services to enable registrants to participate in job search activities;
3. Reassessments and follow-up on participants;
4. Conciliation, determination of good cause, and initiation of sanctions for participants involved in the job search activities.

Costs for supportive services; i.e., child care and transportation, for participants in existing job search activities are to be direct-charged to Employment Search/Non-GAIN on the DFA 325.1B.

Activities performed in support of participants assigned to other WIN components, i.e., institutional training or OJT, are to continue to be charged to Line E, WIN Demonstration Program. Costs for supportive services for participants assigned to other WIN components are to be direct-charged to the WIN-Demonstration Program on the DFA 325.1B.

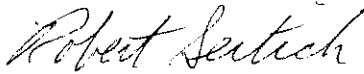
Counties were advised in All-WIN DEMO County Letter No. 03-86 that after the beginning date of GAIN services, counties may, for 90 days following that date, continue providing child care for registrants who have completed a

Job Search Workshop prior to GAIN and are involved in the 90 day employment search supervised by EDD. Child care may also be provided for registrants who are in approved EDD training plans for up to 90 days. During this 90 day period, services workers are to continue to time study the provision of services for the employment search participants to Employment Services/Non-GAIN and the provision of services to training participants to the WIN Demonstration Program, Line E. Costs of the child care are to be shown on the DFA 325.1B as described above.

Although these changes are effective this quarter (January - March 1987), the DFA 52 and 53 will not be updated to reflect these changes until the April - June 1987 quarter.

Except for the revisions noted above, all other time studies used by the counties in the previous quarter remain unchanged.

If you have any questions or need additional information, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT T. SERTICH  
Deputy Director  
Administration

cc: CWDA